Heritage Landing
Community Development District

heritagelandingcdd.org

Adopted Budget for Fiscal Year 2018/2019

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GENERAL FUND BUDGET
ACCOUNT CATEGORY DESCRIPTION

The General Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all General Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Interest Earnings: The District may earn interest on its monies in the various operating accounts.

Tax Roll: The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

Off Roll: For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

Developer Contributions: The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

Event Rental: The District may receive monies for event rentals for such things as weddings, birthday parties, etc.

Miscellaneous Revenues: The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

Facilities Rentals: The District may receive monies for the rental of certain facilities by outside sources, for such items as office space, snack bar/restaurants etc.

EXPENDITURES – ADMINISTRATIVE:

Supervisor Fees: The District may compensate its supervisors within the appropriate statutory limits of $200.00 maximum per meeting within an annual cap of $4,800.00 per supervisor.

Administrative Services: The District will incur expenditures for the day to today operation of District matters. These services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation and delivery of agenda, overnight deliveries, facsimiles and phone calls.

District Management: The District as required by statute, will contract with a firm to provide for management and administration of the District's day to day needs. These service include the conducting of board meetings, workshops, overall administration of District functions, all required state and local filings, preparation of annual budget, purchasing, risk management, preparing various resolutions and all other secretarial duties requested by the District throughout the year is also reflected in this amount.

District Engineer: The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of construction invoices and all other engineering services requested by the district throughout the year.

Disclosure Report: The District is required to file quarterly and annual disclosure reports, as required in the District's Trust Indenture, with the specified repositories. This is contracted out to a third party in compliance with the Trust Indenture.

Trustee's Fees: The District will incur annual trustee's fees upon the issuance of bonds for the oversight of the various accounts relating to the bond issues.

Assessment Roll: The District will contract with a firm to maintain the assessment roll and annually levy a Non-Ad Valorem assessment for operating and debt service expenses.

Financial & Revenue Collections: Services include all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. These services include, but are not limited to, assessment roll preparation and certification, direct billings and funding request processing as well as responding to property owner questions regarding District assessments. This line item also includes the fees incurred for a Collection Agent to collect the funds for the principal and interest payment for its short-term bond issues and any other bond related collection needs. These funds are collected as prescribed in the Trust Indenture. The Collection Agent also provides for the release of liens on property after the full collection of bond debt levied on particular properties.

Accounting Services: Services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.

Auditing Services: The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting firm, once it reaches certain revenue and expenditure levels, or has issued bonds and incurred debt.

Arbitrage Rebate Calculation: The District is required to calculate the interest earned from bond proceeds each year pursuant to the Internal Revenue Code of 1986. The Rebate Analyst is required to verify that the District has not received earnings higher than the yield of the bonds.

Travel: Each Board Supervisor and the District Staff are entitled to reimbursement for travel expenses per Florida Statutes 190.006(8).

Public Officials Liability Insurance: The District will incur expenditures for public officials' liability insurance for the Board and Staff.

Legal Advertising: The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices, and public hearings, bidding etc. for the District based on statutory guidelines

Bank Fees: The District will incur bank service charges during the year.

Dues, Licenses & Fees: The District is required to pay an annual fee to the Department of Economic Opportunity, along with other items which may require licenses or permits, etc.

Miscellaneous Fees: The District could incur miscellaneous throughout the year, which may not fit into any standard categories.

Website Hosting, Maintenance and Email: The District may incur fees as they relate to the development and ongoing maintenance of its own website along with possible email services if requested.

District Counsel: The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts and all other legal services requested by the district throughout the year.

EXPENDITURES - FIELD OPERATIONS:

Deputy Services: The District may wish to contract with the local police agency to provide security for the District.

Security Services and Patrols: The District may wish to contract with a private company to provide security for the District.

Electric Utility Services: The District will incur electric utility expenditures for general purposes such as irrigation timers, lift station pumps, fountains, etc.

Street Lights: The District may have expenditures relating to street lights throughout the community. These may be restricted to main arterial roads or in some cases to all street lights within the District's boundaries.

Utility - Recreation Facility: The District may budget separately for its recreation and or amenity electric separately.

Gas Utility Services: The District may incur gas utility expenditures related to district operations at its facilities such as pool heat etc.

Garbage - Recreation Facility: The District will incur expenditures related to the removal of garbage and solid waste.

Solid Waste Assessment Fee: The District may have an assessment levied by another local government for solid waste, etc.

Water-Sewer Utility Services: The District will incur water/sewer utility expenditures related to district operations.

Utility - Reclaimed: The District may incur expenses related to the use of reclaimed water for irrigation.

Aquatic Maintenance: Expenses related to the care and maintenance of the lakes and ponds for the control of nuisance plant and algae species.

Fountain Service Repairs & Maintenance: The District may incur expenses related to maintaining the fountains within throughout the Parks & Recreational areas

Lake/Pond Bank Maintenance: The District may incur expenditures to maintain lake banks, etc. for the ponds and lakes within the District's boundaries, along with planting of beneficial aquatic plants, stocking of fish, mowing and landscaping of the banks as the District determines necessary.

Wetland Monitoring & Maintenance: The District may be required to provide for certain types of monitoring and maintenance activities for various wetlands and waterways by other governmental entities.

Mitigation Area Monitoring & Maintenance: The District may be required to provide for certain types of monitoring and maintenance activities for various mitigation areas by other governmental entities.

Aquatic Plant Replacement: The expenses related to replacing beneficial aquatic plants, which may or may not have been required by other governmental entities.

General Liability Insurance: The District will incur fees to insure items owned by the District for its general liability needs

Property Insurance: The District will incur fees to insure items owned by the District for its property needs

Entry and Walls Maintenance: The District will incur expenditures to maintain the entry monuments and the fencing.

Landscape Maintenance: The District will incur expenditures to maintain the rights-of-way, median strips, recreational facilities including pond banks, entryways, and similar planting areas within the District. These services include but are not limited to monthly landscape maintenance, fertilizer, pesticides, annuals, mulch, and irrigation repairs.

Irrigation Maintenance: The District will incur expenditures related to the maintenance of the irrigation systems.

Irrigation Repairs: The District will incur expenditures related to repairs of the irrigation systems.

Landscape Replacement: Expenditures related to replacement of turf, trees, shrubs etc.

Field Services: The District may contract for field management services to provide landscape maintenance oversight.

Miscellaneous Fees: The District may incur miscellaneous expenses that do not readily fit into defined categories in field operations.

Gate Phone: The District will incur telephone expenses if the District has gates that are to be opened and closed.

Street/Parking Lot Sweeping: The District may incur expenses related to street sweeping for roadways it owns or are owned by another governmental entity, for which it elects to maintain.

Gate Facility Maintenance: Expenses related to the ongoing repairs and maintenance of gates owned by the District if any.

Sidewalk Repair & Maintenance: Expenses related to sidewalks located in the right of way of streets the District may own if any.

Roadway Repair & Maintenance: Expenses related to the repair and maintenance of roadways owned by the District if any.

Employees - Salaries: The District may incur expenses for employees/staff members needed for the recreational facilities such as Clubhouse Staff.

Employees - P/R Taxes: This is the employer's portion of employment taxes such as FICA etc.

Employee - Workers' Comp: Fees related to obtaining workers compensation insurance.

Management Contract: The District may contract with a firm to provide for the oversight of its recreation facilities.

Maintenance & Repair: The District may incur expenses to maintain its recreation facilities.

Facility Supplies: The District may have facilities that required various supplies to operate.

Gate Maintenance & Repairs: Any ongoing gate repairs and maintenance would be included in this line item.

Telephone, Fax, Internet: The District may incur telephone, fax and internet expenses related to the recreational facilities.

Office Supplies: The District may have an office in its facilities which require various office related supplies.

Clubhouse - Facility Janitorial Service: Expenses related to the cleaning of the facility and related supplies.

Pool Service Contract: Expenses related to the maintenance of swimming pools and other water features.

Pool Repairs: Expenses related to the repair of swimming pools and other water features.

Security System Monitoring & Maintenance: The District may wish to install a security system for the clubhouse

Clubhouse Miscellaneous Expense: Expenses which may not fit into a defined category in this section of the budget

Athletic/Park Court/Field Repairs: Expense related to any facilities such as tennis, basketball etc.

Trail/Bike Path Maintenance: Expenses related to various types of trail or pathway systems the District may own, from hard surface to natural surfaces.

Special Events: Expenses related to functions such as holiday events for the public enjoyment

Miscellaneous Fees: Monies collected and allocated for fees that the District could incur throughout the year, which may not fit into any standard categories.

Miscellaneous Contingency: Monies collected and allocated for expenses that the District could incur throughout the year, which may not fit into any standard categories.

Capital Outlay: Monies collected and allocated for various projects as they relate to public improvements.

RESERVE FUND BUDGET
ACCOUNT CATEGORY DESCRIPTION

The Reserve Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Reserve Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Tax Roll: The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

Off Roll: For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

Developer Contributions: The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

Miscellaneous Revenues: The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

EXPENDITURES:

Capital Reserve: Monies collected and allocated for the future repair and replacement of various capital improvements such as club facilities, swimming pools, athletic courts, roads, etc.

Capital Outlay: Monies collected and allocated for various projects as they relate to public improvements.

DEBT SERVICE FUND BUDGET
ACCOUNT CATEGORY DESCRIPTION

The Debt Service Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Debt Service Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Special Assessments: The District may levy special assessments to repay the debt incurred by the sale of bonds to raise working capital for certain public improvements. The assessments may be collected in the same fashion as described in the Operations and Maintenance Assessments.

EXPENDITURES – ADMINISTRATIVE:

Bank Fees: The District may incur bank service charges during the year.

Debt Service Obligation: This would a combination of the principal and interest payment to satisfy the annual repayment of the bond issue debt.

Adopted Budget
Heritage Landing Community Development
General Fund
Fiscal Year 2018/2019

Chart of Accounts Classification	Budget for 2018/2019
REVENUES	
Special Assessments	
Tax Roll*	$ 1,106,270
Other Miscellaneous Revenues	
Activity Fees	$ 10,000
RV & Boat Storage Fees	$ 25,350
Camp Heritage Room Rental	$ 6,500
Special Events - Food Truck Revenue	$ -
TOTAL REVENUES	**$ 1,148,120**
Balance Forward from Prior Year	$ -
TOTAL REVENUES AND BALANCE	**$ 1,148,120**
Allocation of assessments between the Tax Roll and Off	
EXPENDITURES - ADMINISTRATIVE	
Legislative	
Supervisor Fees	$ 12,000
Financial & Administrative	
Administrative Services	$ 5,400
District Management	$ 38,200
District Engineer	$ 6,000
Disclosure Report	$ 1,000
Trustees Fees	$ 5,000
Assessment Roll	$ 5,000
Financial & Revenue Collections	$ 5,000
Accounting Services	$ 21,000
Auditing Services	$ 3,015
Arbitrage Rebate Calculation	$ 500
Public Officials Liability Insurance	$ 3,025
Legal Advertising	$ 1,500
Dues, Licenses & Fees	$ 175
Miscellaneous Fees	$ 500
Website Hosting, Maintenance, Backup (and	$ 1,200
Legal Counsel	
District Counsel	$ 18,000
Administrative Subtotal	**$ 126,515**
EXPENDITURES - FIELD OPERATIONS	
Security Operations	
Security Services Contract	$ 52,000
District - Off Duty Sheriff	$ 17,580
Electric Utility Services	
Utility Services	$ 48,000
Street Lights	$ 45,900
Garbage/Solid Waste Control Services	
Garbage - Recreation Facility	$ 2,400
Water-Sewer Combination Services	
Utility Services	$ 13,000
Stormwater Control	
Aquatic Maintenance	$ 12,000
Fountain Service Repairs & Maintenance	$ 3,000
Other Physical Environment	
General Liability & Property Insurance	$ 25,278
Landscape Maintenance & Irrigation Contract	$ 195,000
Irrigation Repairs	$ 18,000
Landscape Replacement Plants, Shrubs,	$ 20,000
Road & Street Facilities	
Parking Lot Repair & Maintenance	$ 2,500
Parks & Recreation	
Amenity Management Contract	$ 394,372
Pool Permits	$ 925
Maintenance & Repair	$ 15,000
Cable Television & Internet	$ 4,800
Facility Supplies & Equipment	$ 10,000
Pool/Water Slide/Geyser - Chemicals	$ 24,000

Adopted Budget
Heritage Landing Community Development
General Fund
Fiscal Year 2018/2019

Chart of Accounts Classification	Budget for 2018/2019
Pest Control & Termite Bond	$ 2,500
Facility A/C & Heating Maintenance & Repair	$ 3,000
Lighting Replacement	$ 3,000
Fitness Equipment Maintenance & Repairs	$ 3,000
Fire Sprinkler/Security Alarm Monitoring & Maintenance	$ 3,000
Furniture Repair/Replacement	$ 3,000
Athletic Field, Tennis/Basketball Courts & Playground Maintenance & Repairs	$ 15,000
RV & Boat Storage Maintenance	$ 25,350
Special Events	
Special Events	$ 10,000
Contingency	
Capital Outlay	$ 25,000
Miscellaneous Contingency	$ 25,000
Field Operations Subtotal	**$ 1,021,605**
TOTAL EXPENDITURES	**$ 1,148,120**
EXCESS OF REVENUES OVER	**$ -**

Adopted Budget
Heritage Landing Community Development District
Reserve Fund
Fiscal Year 2018/2019

Chart of Accounts Classification	Budget for 2018/2019
REVENUES	
Special Assessments	
Tax Roll*	$ 35,000
TOTAL REVENUES	**$ 35,000**
Balance Forward from Prior Year	$ -
TOTAL REVENUES AND BALANCE FORWARD	**$ 35,000**
Allocation of assessments between the Tax Roll and Off	
EXPENDITURES	
Parks & Recreation	
Amenity/Pool Reserve	$ 10,000
Contingency	
Capital Reserves	$ 25,000
TOTAL EXPENDITURES	**$ 35,000**
EXCESS OF REVENUES OVER EXPENDITURES	**$ -**

Budget Template
Heritage Landing Community Development District
Debt Service
Fiscal Year 2018/2019

Chart of Accounts Classification	Series 2015	Budget for 2018/2019
REVENUES		
Special Assessments		
Net Special Assessments [1]	$1,021,371.65	$1,021,371.65
TOTAL REVENUES	**$1,021,371.65**	**$1,021,371.65**
EXPENDITURES		
Administrative		
Financial & Administrative		
Bank Fees		$0.00
Debt Service Obligation	$1,021,371.65	$1,021,371.65
Administrative Subtotal	**$1,021,371.65**	**$1,021,371.65**
TOTAL EXPENDITURES	**$1,021,371.65**	**$1,021,371.65**
EXCESS OF REVENUES OVER EXPENDITURES	**$0.00**	**$0.00**

St. Johns County Collection Costs (2%) and Early Payment Discounts (4%):	6.0%
Gross assessments	**$1,083,470.78**

Notes:

Tax Roll County Collection Costs and Early Payment Discount is is 6.0% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.

[1] Maximum Annual Debt Service less Prepaid Assessments received.

Heritage Landing Community Development District

FISCAL YEAR 2018/2019 O&M & DEBT SERVICE ASSESSMENT SCHEDULE

2018/2019 O&M Budget	$1,141,270.00
Collection Cost and Early Payment Discount @ 6%:	$72,847.02
2018/2019 Total:	**$1,214,117.02**

2017/2018 O&M Budget	$1,125,884.00
2018/2019 O&M Budget	$1,141,270.00
Total Difference:	**$15,386.00**

	PER UNIT ANNUAL ASSESSMENT		Proposed Increase / Decrease	
	2017/2018	**2018/2019**	$	%
Debt Service - Single Family	$979.63	$979.63	$0.00	0.00%
Operations/Maintenance - Single Family	$1,037.91	$1,052.09	$14.18	1.37%
Total	**$2,017.54**	**$2,031.72**	**$14.18**	**0.70%**

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2018/2019 O&M & DEBT SERVICE ASSESSMENT SCHEDULE

TOTAL O&M BUDGET		**$1,141,270.00**
COLLECTION COSTS @	**6.0%**	**$72,847.02**
TOTAL O&M ASSESSMENT		**$1,214,117.02**

	UNITS ASSESSED		ALLOCATION OF O&M ASSESSMENT				PER LOT ANNUAL ASSESSMENT		
		SERIES 2015 DEBT		TOTAL	% TOTAL	TOTAL		DEBT	
LOT SIZE	O&M	SERVICE (1) (2)	EAU FACTOR	EAU's	EAU's	O&M BUDGET	O&M	SERVICE (3)	TOTAL (4)
SINGLE FAMILY	1154	1106	1.00	1154.00	100.00%	$1,214,117.02	**$1,052.09**	**$979.63**	**$2,031.72**
	1154	1106		1154.00	100.00%	**$1,214,117.02**			

LESS: St. Johns County Collection Costs (2%) and Early Payment Discounts (4%): **($72,847.02)**

Net Revenue to be Collected **$1,141,270.00**

(1) **Reflects 48 single family prepayments.**

(2) **Reflects the number of total lots with Series 2015 debt outstanding.**

(3) **Annual debt service assessment per lot adopted in connection with the Series 2015 bond issue. Annual assessment includes principal, interest, St.John's County collection costs and early payment discounts.**

(4) **Annual assessment that will appear on November 2018 St. John's County property tax bill. Amount shown includes all applicable collection costs and early payment discount (up to 4% if paid early).**